PCard Manual
Revisions – September 2012

General: Effective July 1, 2012, the competitive bid limit for all open-market purchases was increased to $25,000.00. The legal single transaction limit for the P-Card remains $4,999.99, in compliance with the University’s current policy.

Use of the P-Card as a method of payment does not relieve the cardholder or entity of the competitive bidding process.

Section 3.1 Sign the Human Resources Consent Form for a Background Investigation and Financial Check – added the following:

Credit checks are run as an “employment inquiry” so as not to affect the employee’s credit scoring/rating.

Section 5.0 Allowable Purchases (Things I CAN buy with a P-Card)

Software for GSU-issued devices: Kindle, iPhone, Android, Blackberry and Tablets (i.e – iPad). Examples include: Data Plans, Software, Applications (“apps”) and e-books. (Purchases of these types CANNOT be made for personal devices, even if the device is used for the purpose of conducting University business).

Section 5.3 Software for University-Issued Devices

New section added to explain how these purchases should be made using the P-Card.

Section 6.1 Prohibited Purchases (Things I CANNOT buy with My P-Card)

Software for non-GSU issued devices even if the device is used for the purpose of conducting University business.
Section 6.2.C  P-Card Sharing

Examples of P-Card sharing are provided.

Section 8.6 Ensure Adequate Documentation is Obtained and Exists

Clarification is provided to describe proper/adequate documentation.

Section 9.2 Departmental Roles/Duties within the P-Card Program

Verbiage added to expand description of terminating employee to also include procedure for employees who are on extended leave, such as military or medical.